

## U.S. VIRGIN ISLANDS APPLICATION FOR APPRAISER LICENSE

- ☐ Trainee Real Property Appraiser  
☐ Certified Residential Real Property Appraiser  
☐ State Registered Real Property Appraiser

- ☐ Licensed Real Property Appraiser  
☐ Certified General Real Property Appraiser

DATE OF APPLICATION \_\_\_\_\_

PRESENTLY LICENSED IN VI:

☐ Yes, Number \_\_\_\_\_

DATE OF BIRTH \_\_\_\_\_

☐ No

NAME \_\_\_\_\_

(last)

(first)

(middle)

HOME PHONE \_\_\_\_\_

PREFERRED

MAILING ADDRESS \_\_\_\_\_

STATE \_\_\_\_\_

ZIP \_\_\_\_\_

RESIDENT  
ADDRESS \_\_\_\_\_

FROM \_\_\_\_\_

TO PRESENT

STATE \_\_\_\_\_

ZIP \_\_\_\_\_

COUNTY \_\_\_\_\_

PREVIOUS\*  
ADDRESS \_\_\_\_\_

FROM \_\_\_\_\_

TO \_\_\_\_\_

STATE \_\_\_\_\_

ZIP \_\_\_\_\_

COUNTY \_\_\_\_\_

\*Must show residence for last 3 years (attach sheet if needed)

### PRINCIPAL PLACE OF BUSINESS

☐ Corp. ☐ Sole Prop. ☐ Partnership

COMPANY NAME \_\_\_\_\_

BUS. PHONE \_\_\_\_\_

FAX \_\_\_\_\_

ADDRESS \_\_\_\_\_

FROM \_\_\_\_\_

TO \_\_\_\_\_

STATE \_\_\_\_\_

ZIP \_\_\_\_\_

Type of Business \_\_\_\_\_

Your Position \_\_\_\_\_

### ALL OTHER CURRENT PLACES OF BUSINESS\*\*

☐ Corp. ☐ Sole Prop. ☐ Partnership

COMPANY NAME \_\_\_\_\_

BUS. PHONE \_\_\_\_\_

FAX \_\_\_\_\_

ADDRESS \_\_\_\_\_

FROM \_\_\_\_\_

TO \_\_\_\_\_

STATE \_\_\_\_\_

ZIP \_\_\_\_\_

Type of Business \_\_\_\_\_

Your Position \_\_\_\_\_

☐ Corp. ☐ Sole Prop. ☐ Partnership

COMPANY NAME \_\_\_\_\_

BUS. PHONE \_\_\_\_\_

FAX \_\_\_\_\_

ADDRESS \_\_\_\_\_

FROM \_\_\_\_\_

TO \_\_\_\_\_

STATE \_\_\_\_\_

ZIP \_\_\_\_\_

Type of Business \_\_\_\_\_

Your Position \_\_\_\_\_

\*\*Must detail all addresses at which appraisal reports are being prepared (attach additional sheet if needed)

### OFFICE USE

U.S. Citizen? \_\_\_\_\_

Y

N

Perm. Resident Alien? \_\_\_\_\_

Naturalized Citizen? \_\_\_\_\_

Felony Conviction? \_\_\_\_\_

Misdemeanor Conviction? \_\_\_\_\_

High School Diploma? \_\_\_\_\_

GED? \_\_\_\_\_

V.I. License? \_\_\_\_\_

USPAP Credit? \_\_\_\_\_

Y

N

Y

N

Y

N

Y

N

App. Received \_\_\_\_\_

Process Date \_\_\_\_\_

Processor \_\_\_\_\_

Approval Date \_\_\_\_\_

Filing Date \_\_\_\_\_

Filer \_\_\_\_\_

# APPLICATION FOR APPRAISER LICENSE

## CITIZENSHIP STATUS

Place of Birth \_\_\_\_\_  
(city) (county) (state) (country)

Other Status: If you are a naturalized citizen or permanent resident alien list date and place of achieving: \_\_\_\_\_ DATE OF CITIZENSHIP \_\_\_\_\_ (mo/day/year)

☐ Naturalized Citizen      ☐ Permanent Resident Alien

Place \_\_\_\_\_ (city) \_\_\_\_\_ (county) \_\_\_\_\_ (state)

Are you a current resident of the Virgin Islands? ☐ Yes ☐ No

During what periods of time have you been a resident of the Virgin Islands.

From \_\_\_\_\_ To \_\_\_\_\_  
 From \_\_\_\_\_ To \_\_\_\_\_  
 From \_\_\_\_\_ To \_\_\_\_\_  
 From \_\_\_\_\_ To \_\_\_\_\_

Note: If you are NOT a resident of the U.S. Virgin Islands, you must complete Page 8 Non-Resident Affidavit Form in this application.

### MINIMUM EDUCATIONAL REQUIREMENT

Did you graduate from High School? ☐ Yes ☐ No

Name of High School \_\_\_\_\_ Date of Graduation \_\_\_\_\_  
(mo/day/year)

Location \_\_\_\_\_

Though I did not graduate, I attended the above school during the period From \_\_\_\_\_ To \_\_\_\_\_

Are you claiming the equivalent of a high school education (GED)? ☐ Yes ☐ No

Where was GED received? \_\_\_\_\_ Date of Achieving GED \_\_\_\_\_  
(mo/day/year)

(city) (county) (state)

## CHARACTER/TRUSTWORTHINESS

Have you ever been convicted of a felony offense in the United States Virgin Islands? ☐ Yes ☐ No

Have you ever been convicted of a felony offense in another state or territory? ☐ Yes ☐ No

Have you ever been convicted of a felony offense in another country? ☐ Yes ☐ No

Have you ever been convicted of a misdemeanor offense (excluding minor traffic violations) in the Virgin Islands? ☐ Yes ☐ No

Have you ever been convicted of a misdemeanor offense (excluding minor traffic violations) in another state? ☐ Yes ☐ No

Have you ever been terminated from employment due to moral turpitude or illegal acts? ☐ Yes ☐ No

Has your license as real estate salesman or broker ever been revoked? ☐ Yes ☐ No

(Attach full explanation to all "yes" responses above: Include details, facts, circumstances, locations, dates, and so forth pertinent to each instance requiring a "yes" response.)

(Attach additional sheets if necessary)

## COMPETENCY REQUIREMENT

**APPLICATION FOR APPRAISER LICENSE****EXPERIENCE REQUIREMENT (must be completed and signed)**

The following provides evidence that I possess certain basic appraisal skills and that for a period of time I have or have not operated as a real estate appraiser or review appraiser.

Note:

Applicants must also complete Page 6 wherein is contained data related to the completion of a Uniform Standards of Professional Appraisal Practice Course presented by an approved institution or appraisal organization.

1. Licensed Real Property Appraiser, (200 points); Certified Residential Real Property Appraiser, (250 points); Certified General Real Property Appraiser, (300 points) Applicants: I have at least the indicated experience in real property appraisal and can support this statement with written reports, file memoranda, or other evidence satisfactory to the Board ..... ☐
2. Licensed Real Property Appraiser; Certified Residential Real Property Appraiser; Certified General Real Property Appraiser Applicants: I understand that I must complete, under oath, Page 5 herein; and may, upon request, be required to submit work samples (confidentiality between client and appraiser shall be mandated) ..... ☐
3. Trainee Real Property Appraiser Applicants: I do not have 100 points of experience, but detail my employment below and my experience (if any) on Page 5. I understand I must complete Page 7 as well ..... ☐
4. State Registered Real Property Appraiser Applicants: I have at least 100 points of appraisal experience, which is documented on Page 5. I understand I must complete Page 7 as well ..... ☐

\_\_\_\_\_  
(date)

\_\_\_\_\_  
(Legal Signature)

**EMPLOYMENT/EXPERIENCE**

Employer (Company) Name \_\_\_\_\_

Is this a Branch or Subsidiary? ☐ Yes ☐ No

Address \_\_\_\_\_

Your Position \_\_\_\_\_

Nature of Business \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_

Person who can verify employment/experience here \_\_\_\_\_

Position \_\_\_\_\_ Address \_\_\_\_\_

Ph (\_\_\_\_) \_\_\_\_\_ Ph (\_\_\_\_) \_\_\_\_\_ (city) (state) (zip)

Employer (Company) Name \_\_\_\_\_

Is this a Branch or Subsidiary? ☐ Yes ☐ No

Address \_\_\_\_\_

Your Position \_\_\_\_\_

Nature of Business \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_

Person who can verify employment/experience here \_\_\_\_\_

Position \_\_\_\_\_ Address \_\_\_\_\_

Ph (\_\_\_\_) \_\_\_\_\_ Ph (\_\_\_\_) \_\_\_\_\_ (city) (state) (zip)

(Attach additional sheet if needed)

If any above is a branch or subsidiary, attach separate sheet showing data detailed above for main office or corporate headquarters.

**THE DOCUMENTATION OF EXPERIENCE IS ON PAGE 5 AND MUST BE FILLED OUT COMPLETELY.**

(Attach additional sheet if needed)





# Virgin Islands Real Estate Appraiser Board

## Appraiser Assignment Log (Please Print)

Name: \_\_\_\_\_

Certification, License or Apprentice Number: \_\_\_\_\_

Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_

Hours Requested: *This page* \_\_\_\_\_ *Total* \_\_\_\_\_

**Applicants must enter actual hours, subject to maximums permitted in Board rules.**

Report Date	Subject Address	Report Type	Type of Property	Client	Est. Market Value	A - Apprentice	S - Supervisor	I. Site Inspection & Descriptions	II. Bldg Inspection & Descriptions	III. Nbd Description & Analysis	IV. Highest & Best Use Analysis	V. Research of Comp Sales & Analysis	VI. Income Analysis	VII. Cost Analysis	VIII. Meaningful Sales Analysis	IX. Final Reconciliation	X. Other (please attach explanation)	Applicant Hours
						A												
						S												
						A												
						S												
						A												
						S												
						A												
						S												
						A												
						S												
						A												
						S												
						A												
						S												
						A												
						S												
						A												
						S												

**Report Type:** Restricted Use = R Summary = S Self-Contained = SC

### Apprentices only must:

*Appraisers who are not now Apprentices do not need to complete columns I thru X*

- 1) Indicate to which portions of the assignment they contributed by putting an "x" in Columns I thru X.
- 2) Prepare a separate log for each month and have their supervisors follow instructions 3 & 4 below.
- 3) For each portion of each assignment, Supervisors must indicate whether they: **P** – Had Primary Responsibility **C** – Co-appraised **R** – Reviewed and Approved

4) **Supervisor Name (Print)** \_\_\_\_\_ **Supervisor's Lic/Cert No.** \_\_\_\_\_  
**Supervisor Name (Sign)** \_\_\_\_\_ **Date Signed** \_\_\_\_\_

Pg No. \_\_\_\_\_  
of \_\_\_\_\_ pgs

Rev 6/08

## Acknowledgement of Responsibilities of Supervising Appraiser

If a supervisory appraiser signs the appraisal report(s) of a trainee, he or she certifies and agrees that "I directly supervised the trainee appraiser who prepared the appraisal report(s), have reviewed the appraisal report(s), agree with the statements and conclusions of the trainee appraiser, agree to be bound by the appraiser's certification and the Uniform Standards of Professional Appraisal Practice, and am taking full responsibility for the appraisal(s) and the appraisal report(s)."

I acknowledge that I have performed the responsibilities of supervising appraiser for the appraisals on the

Assignment log of \_\_\_\_\_ (Trainee)

Signed \_\_\_\_\_

Classification No. \_\_\_\_\_

Date \_\_\_\_\_

(Separate log for each supervising appraiser is required)

TRAINEE 5-19-94

**APPLICATION FOR APPRAISER LICENSE****UNIFORM STANDARDS OF PROFESSIONAL APPRAISAL PRACTICE COURSE**

I am providing evidence below of having passed within 24 months prior to the date of this application, a Uniform Standards of Professional Appraisal Practice Course\*

Course Date \_\_\_\_\_ to \_\_\_\_\_  
                   month day year      month day year

Course Title	Sponsor	Location	State	Board Approved?

\*Attached are copies of my evaluation sheet and the certificate of completion, and statement of passing grade that I received for this course.

**APPLICANT AFFIDAVIT**

I certify that all information in this application is true to the best of my knowledge and that I have completed this application in faithful reflection and observation of facts as they are known to me. I further pledge to comply with the standards set forth by the USVI Real Estate Appraisers Acts and the regulations therein and understand the types of misconduct for which discipline proceedings may be initiated against me. I understand all statements may be verified by the Board and I agree to comply with all requests to produce such materials or other documentation as may be required of the Board to confirm my statements or otherwise establish the truthfulness of my application.

IN WITNESS THEREOF I have hereunto set my hand and seal this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_

\_\_\_\_\_  
 (legal signature)

UNITED STATES VIRGIN ISLANDS

ISLAND OF \_\_\_\_\_

I the undersigned authority, a Notary Public in and for the U.S.V.I., hereby certify that the above applicant, \_\_\_\_\_, whose name is signed to the foregoing conveyance, and who is known to me, acknowledged before me on this day, that, being informed of the contents of this application (he) (she) has executed the same voluntarily on the day the same bears date.

Given under my hand and official seal this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_

\_\_\_\_\_  
 (Notary Public)

My commission expires \_\_\_\_\_, 20 \_\_\_\_

My  
Seal

**APPLICATION FOR APPRAISER LICENSE****NON-RESIDENT FORM**

Name \_\_\_\_\_

PREVIOUS\*

ADDRESS \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_ COUNTY \_\_\_\_\_

PREVIOUS\*

ADDRESS \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_ COUNTY \_\_\_\_\_

\*Must show residence for additional 2 years, total of 5 (see Page 1)

**OTHER LICENSES, ETC.**

List all states with which you now have an APPRAISER'S License (L), Certification (C), or Registration (R)

State	R	L	C	Year	(Office use) Reciprocity?

State	R	L	C	Year	(Office Use) Reciprocity?

(Attach additional sheet if necessary)

**NON-RESIDENT AFFIDAVIT**

I, as a non-resident applicant for an appraisal license (and as a licensee), agree that the U.S. Virgin Islands & the V.I. Real Estate Appraisers Board shall have jurisdiction over me in any and all of my real estate activities the same as if I were a V.I. resident licensee. I agree to be subject to investigations and disciplinary actions the same as V.I. resident licensees. Further, I agree that civil actions may be commenced against me in any court of competent jurisdiction in any court of the United States Virgin Islands.

I hereby appoint the Administrator of the Virgin Islands Real Estate Appraisers Board as my agent upon whom all disciplinary, judicial, or other process or legal notices may be served. I agree that such service upon my said agent shall be the same as service upon me and that certified copies of this appointment shall be deemed sufficient evidence thereof and shall be admitted into evidence with the same force and effect as the original might be admitted. I agree that any lawful process against me which is served upon my said agent shall be of the same legal force and validity as if personally served upon me and that this appointment shall continue in effect for as long as I have any liability as an appraiser remaining in the U.S. Virgin Islands. I understand that my said agent shall, within a reasonable time after service upon him or her, mail a copy of same by certified mail, return receipt requested, to me, at my last known business address.

I agree that I am bound by all the provisions of the U.S. Virgin Islands Real Estate Appraisers Act.

\_\_\_\_\_  
Legal Signature of Applicant

NON-RESIDENT FORM &amp; AFFIDAVIT



APPLICATION FOR APPRAISER LICENSE

PHOTO ATTACHMENT

(affix photo here)\*

Attach a recent photograph that is less than 6 months old.  
Include the date taken below.

\* Must be original legible picture

\_\_\_\_\_  
month   day   year

# APPLICATION FOR APPRAISER LICENSE

## REFERENCES ATTACHMENT

List at least five references who (1) know you personally, & (2) will attest to your possessing the required experience, ability, character and reputation. You may include as references, persons shown as employer on Page 4 but you must show them below. NOTE: At least three references must currently be licensed as a "Licensed Real Property Appraiser", "Certified Residential Real Property Appraiser", or a "Certified General Real Property Appraiser" in the U.S.V.I. (or the equivalent in the state of residence). (If necessary, Trainee applicants may include non-appraisers as references.)

REFERENCE #1; License/Certification Number

Name Phone

Company

Company Address

Home Address

Signature of reference

Date

REFERENCE #2; License/Certification Number

Name Phone

Company

Company Address

Home Address

Signature of reference

Date

REFERENCE #3; License/Certification Number

Name Phone

Company

Company Address

Home Address

Signature of reference

Date

Note: References dated more than one year prior to date application is received by the Board will not be counted.

Signature of reference

Date

Note: References dated more than one year prior to date application is received by the Board will not be counted.